

For: Tobacco State and County Offices

**Instructions for Tax ID Number (TIN) Changes on Unsold,
Paid Tobacco Transition Payment Program (TTPP) Contracts**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

In the past, once a payment had been made against a TTPP contract, the TIN associated with the contract was locked in TTPP application software and users were unable to modify the associated TIN.

Software has been developed that will allow County Office users to modify TIN's on "approved" or "in-dispute" contracts paid erroneously. This enhancement will allow users to create replacement contracts with correct TIN information so outstanding payments can be processed. The software will also generate overpayment transactions for amounts paid to the wrong party.

B Purpose

The purpose of this notice is to provide instructions relating to TTPP contracts requiring TIN changes because of:

- an **incorrect TIN** being attached to an unsold, paid contract that resulted in a payment to an **incorrect party**
- an **incorrect TIN** being attached to an unsold, paid contract that resulted in a payment to a **correct party**
- a base quota level (BQL) correction associated with TIN change.

Disposal Date	Distribution
February 1, 2007	Tobacco State Offices; State Offices relay to County Offices

2 Action

A County Office Action

County Offices shall:

- become familiar with new TTPP software that allows modifications to TIN's associated with unsold, paid contracts
- become familiar with TTPP software that allows modifications to "pending" contract BQL's associated with contracts that required TIN changes
- take action to correct contracts with invalid TIN's
- obtain State Office approval for any adjustment to the **Total Farm BQL**.

B State Office Action

State Offices shall:

- become familiar with the new TTPP software
- ensure County Offices follow the provisions in this notice
- review and approve all adjustments to the **Total Farm BQL**.

3 TIN Modification General Information

A Overview

It is important to understand how the system will process contracts requiring TIN changes. If it has been determined the contract was erroneously paid because of an incorrect TIN, the user will have the ability to access the "approved" or "in-dispute" contract and modify the associated TIN. This correction process works the same on both Quota Holder and Producer contracts.

The TIN change process works very similar to the BQL change process. Once the TIN change has been made and confirmed, TTPP will cancel the original contract and create a replacement contract with the new TIN. Both the original and replacement contracts will be displayed on the Tax ID Change Successfully Screen. The original contract will then be in "Cancelled" (CL) status and the new resulting contract will be in "Pending" (PE) status.

Note: Changes to contract TIN's **require** new CCC-955's or CCC-956's to be printed and signed by contract holders before contracts can be approved. New CCC-960's will be generated when contracts are approved.

3 TIN Modification General Information (Continued)

A Overview (Continued)

Appeal rights on CCC-960's will be blank, allowing the selection of the appropriate indicator. If the TIN was changed because of an **incorrect TIN** being attached to an unsold, paid contract resulting in a payment to:

- an **incorrect party**, the appeal flag should be set to **"Mailed"**, providing a 30 calendar day appeal period
- a **correct party**, the appeal flag should be set to **"N/A"**, appeal rights have already been exhausted.

B Contract Statuses for TIN Modifications

Only **"paid"** contracts in **"approved"**, **"in-dispute"**, or resulting contracts in **"pending"** status can be modified.

If a contract has been placed in "in-dispute" status, suspending the 2006 payment, the TIN change can be made while the contract remains in "in-dispute". If the original contract is taken out of "in-dispute" status, ensure 1 of the following has taken place:

- TIN is modified before the next payment cycle
- original contract is placed back in "in-dispute".

If 1 of these steps does **not** take place, the original, approved contract will be selected for payment before the replacement contract is generated. If the payment request has been generated and sent to National Payment System (NPS) with an incorrect TIN, the user will be required to cancel the payment request through the "Manage Contract Payment" function before TIN can be modified, see Notice **TB-1196**.

Once the TIN has been modified and a new resulting contract is issued and updated to "approved" status, the system will determine which payments have been issued (2005, 2006, or both). The system will determine if an overpayment transaction (receivable) is appropriate. See subparagraph D.

Note: **"Sold"** contracts are permanently locked. A forthcoming notice will provide instructions for handling "sold" contracts.

3 TIN Modification General Information (Continued)

C Modifications to “Pending” Contracts

Users will have the ability to access and modify “pending” contracts resulting from TIN changes of original TTPP contracts. Numerous changes to TIN’s or BQL’s of resulting pending contracts are allowed. Once a contract is moved into “complete” or “approved” status, the system **will not allow** a status change back to “pending”.

Note: If a BQL change is also required on a contract with an incorrect TIN, TIN should be modified **before** BQL is changed on the resulting pending contract.

D Overpayment (Receivable) Processing

Once a contract with a modified TIN is updated to “approved” status, TTPP will determine which contracts require overpayment processing.

IF paid contract with an incorrect TIN and...	THEN TTPP will...
an incorrect party	create an overpayment transaction (receivable) for each payment made against the original contract TIN.
a correct party	not create an overpayment transaction (receivable) against the original TIN.

For modification of BQL’s on “pending” contracts resulting from TIN changes, TTPP will determine which contract requires overpayment/underpayment processing.

IF the original contract payment was received by...	THEN TTPP will create...
the correct party	an overpayment or underpayment transaction based on the BQL modification to the contract according to Notice TB-1198.
an incorrect TIN/party	receivables for the full amount of the original contract payments issued to the incorrect party.

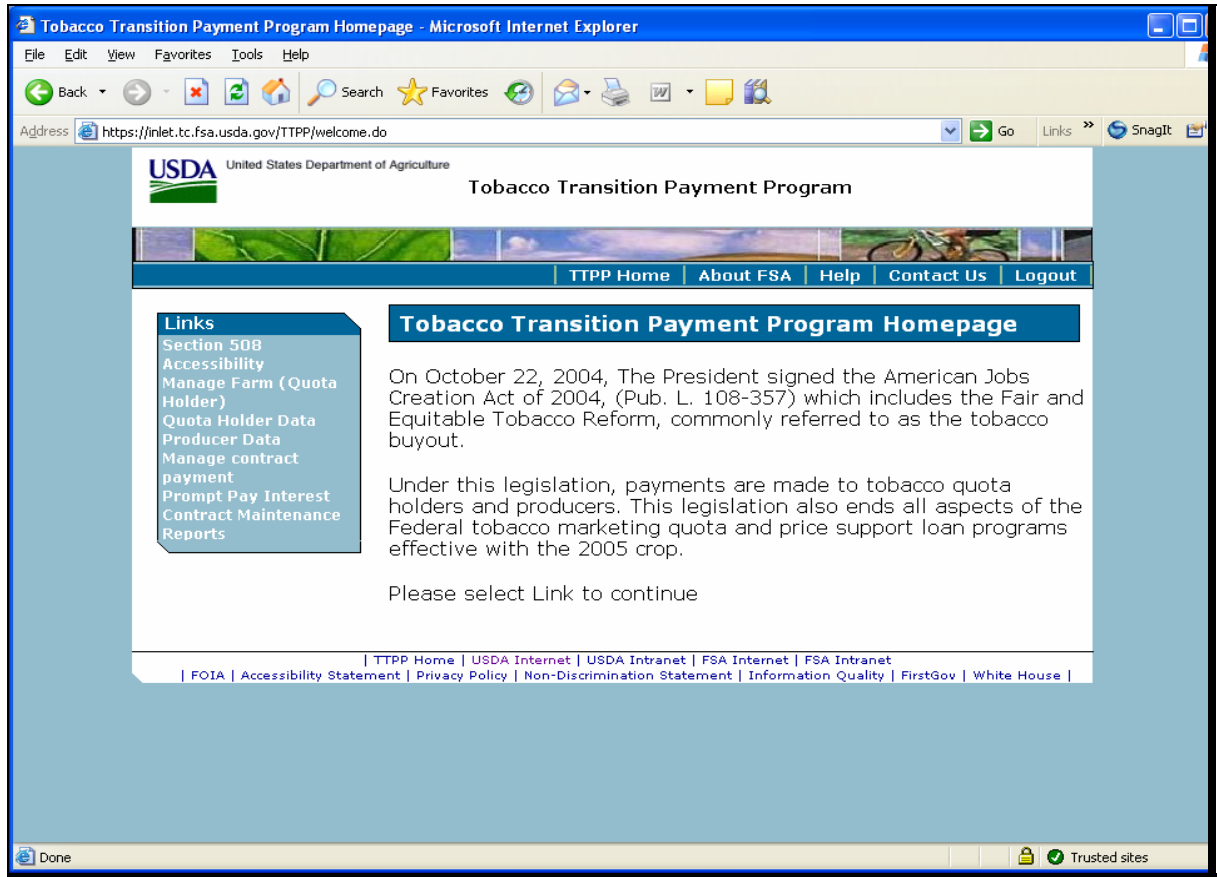
Note: To ensure the proper handling of overpayments and the establishment of receivables, refer to Notice FI-2762.

4 System Functionality

A TIN Correction for an Unsold, Paid Contract With an Incorrect Party

This subparagraph is an example of a contract where a wrong TIN was attached to an original TTPP contract and updated to “approved” status, resulting in the 2005 payment being disbursed to the wrong party.

To begin TIN correction process, CLICK “Contract Maintenance” under Links on TTPP Home Page.



Notice TB-1200

4 System Functionality (Continued)

A TIN Correction for an Unsold, Paid Contract With an Incorrect Party

Contracts to be modified:

- **cannot** have any outstanding payments on NPS
- **must** be in “approved” or “in-dispute” status
- **cannot** have CCC-959’s against the contract.

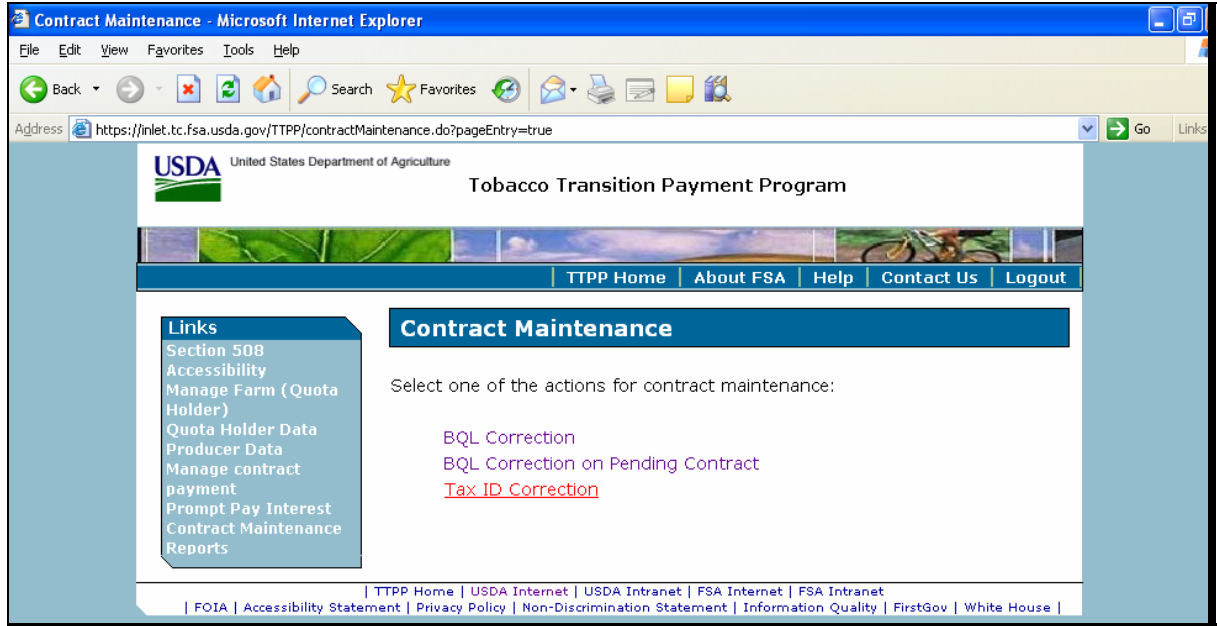
Note: Because CCC-959’s are contract specific, users **must** take the following steps, according to 63-FI, before the contract can to be modified.

Step	Action
1	Notify assignors and assignees that: <ul style="list-style-type: none">• CCC-959’s are contract specific• the contract with the current CCC-959 is being corrected and cancelled• a replacement contract will be issued• the assignors and assignees are responsible for executing a CCC-959 for the replacement contract before the next payment disbursement.
2	Cancel CCC-959 attached to the contract to be corrected.
3	Access TTPP and modify the contract TIN according to procedures outlined in this Notice, thereby canceling the original contract and creating a new resulting contract.
4	Obtain a new CCC-959 for the resulting contract.
5	Enter the new CCC-959 against the resulting contract in Financial Services.

4 System Functionality (Continued)

A TIN Correction for an Unsold, Paid Contract With an Incorrect Party (Continued)

The following is an example of the Contract Maintenance Screen.



From this screen, users can take the following actions:

- correct contract BQL (see Notice TB-1198)
- correct BQL of a resulting TIN correction contract in “pending” status
- correct TIN attached to a “paid” or “pending” contract.

Note: TIN’s can be modified numerous times as long as the resulting contract is in “pending” status.

The resulting contract will remain in “pending” status until the user updates the contract to “complete” or “approved” status.

Note: Once contracts move out of “pending” status, the system **will not allow** a status change back to “pending”.

CLICK “Tax ID Correction” to begin the TIN correction process.

4 System Functionality (Continued)

A TIN Correction for an Unsold, Paid Contract With an Incorrect Party (Continued)

The following is an example of the Tax ID Change Screen. Users will enter the unsold, paid contract number to be modified and CLICK “Continue”.

Note: “Submit” button displayed will appear when user clicks “Continue”. Combined counties are required to select the county in which the contract resides.

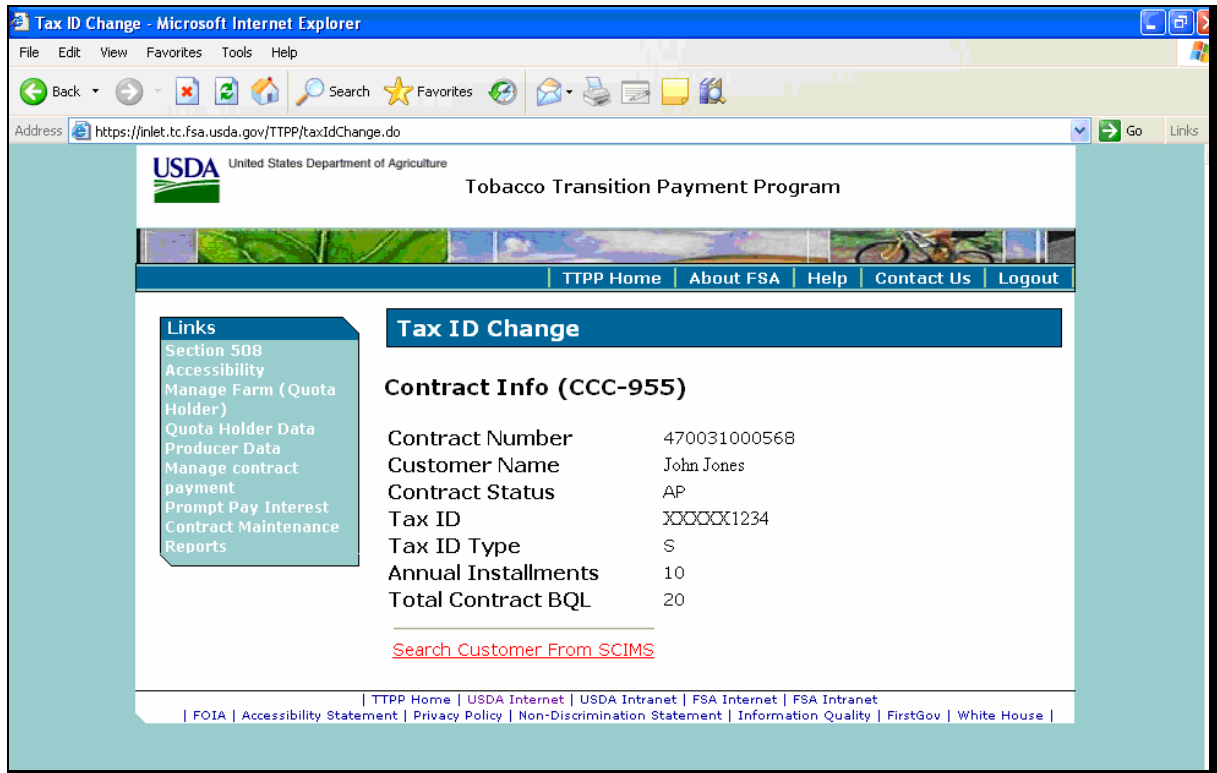
Possible error messages:

- “Valid Contract Number is required”
- “No Contract data found for contract number: XXXXX”
- “This Contract has been sold”
- “Contract status is not in AP or DI”
- “This contract is in Pending status” (Contract is **not** a resulting contract from a TIN or BQL change.)
- “No payment made for contract XXXXX”
- “Overpayment is unprocessed or payment is not signed in NPS”
- “There are assignments, claims, or receivables against the contract”
- “The payment was not found for contract XXXXX”
- “The Overpayment was not found for contract XXXXX”
- “FES indicates Assignment on contract XXXXX”
- “FES indicates Claim on contract XXXXX”
- “FES indicates Receivable on contract XXXXX”.

4 System Functionality (Continued)

A TIN Correction for an Unsold, Paid Contract With an Incorrect Party (Continued)

This is an example of the results on the Tax ID Change Screen. This screen displays the original contract data requested.



CLICK “Search Customer From SCIMS” link at the bottom of the screen to access Service Center Information Management System (SCIMS) and search for the correct TIN.

Possible error messages:

- “Customer is inactive”
- “Tax ID is required or incorrect”
- “No legacy data found from SCIMS”
- “Tax ID and type of new contract must come from the same state and county of the original contract”.

4 System Functionality (Continued)

A TIN Correction for an Unsold, Paid Contract With an Incorrect Party (Continued)

This is an example of the SCIMS Search Screen.

CLICK the Type, Enter the Tax ID, and CLICK “Search” for the correct TIN.

Example: In this example, the user clicked “Individual”, entered “111118142”, and will CLICK “Search” to search SCIMS’s for the TIN to be used on the resulting contract.

4 System Functionality (Continued)

A TIN Correction for an Unsold, Paid Contract With an Incorrect Party (Continued)

This is an example of the SCIMS Search Results Screen. Once SCIMS has returned the requested information detail, displayed in this screen, the user shall verify the information for accuracy.

USDA-SCIMS Search Results - Microsoft Internet Explorer

Address: <https://sat.fsa.usda.gov/xml/searchresults4.asp>

USDA Service Center Information Management System

Search Results

Based on selected Servicing Site SHELBYVILLE SERVICE CENTER

Select a customer:

Active	Potential Duplicate	Common Name	Tax Id	Tax Id Type	Delivery Address Line	City, State ZIP Code	Phone No	Legacy State	Legacy County
Active	No	ADE MAN	***8142	Social Security	44 HIGHWAY 4 W	SHELBYVILLE, TN 37160-0313	(931)	TENNESSEE	BEDFORD

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[Search Again](#) [End](#)

To select the TIN for use on the resulting contract, CLICK “Common Name” link.

4 System Functionality (Continued)

A TIN Correction for an Unsold, Paid Contract With an Incorrect Party (Continued)

This is an example of the Tax ID Change Screen once the user clicks “Common Name” link for the correct TIN from SCIMS.

Tax ID Change

Contract Info (CCC-955)

Contract Number	470031000568
Customer Name	John Jones
Contract Status	AP
Tax ID	111111234
Tax ID Type	S
Annual Installments	10
Total Contract BQL	20

[Search Customer From SCIMS](#)

Customer on the contract is changed

Name: ADE MAN
Tax id: 111118142
Tax id type: Social Security

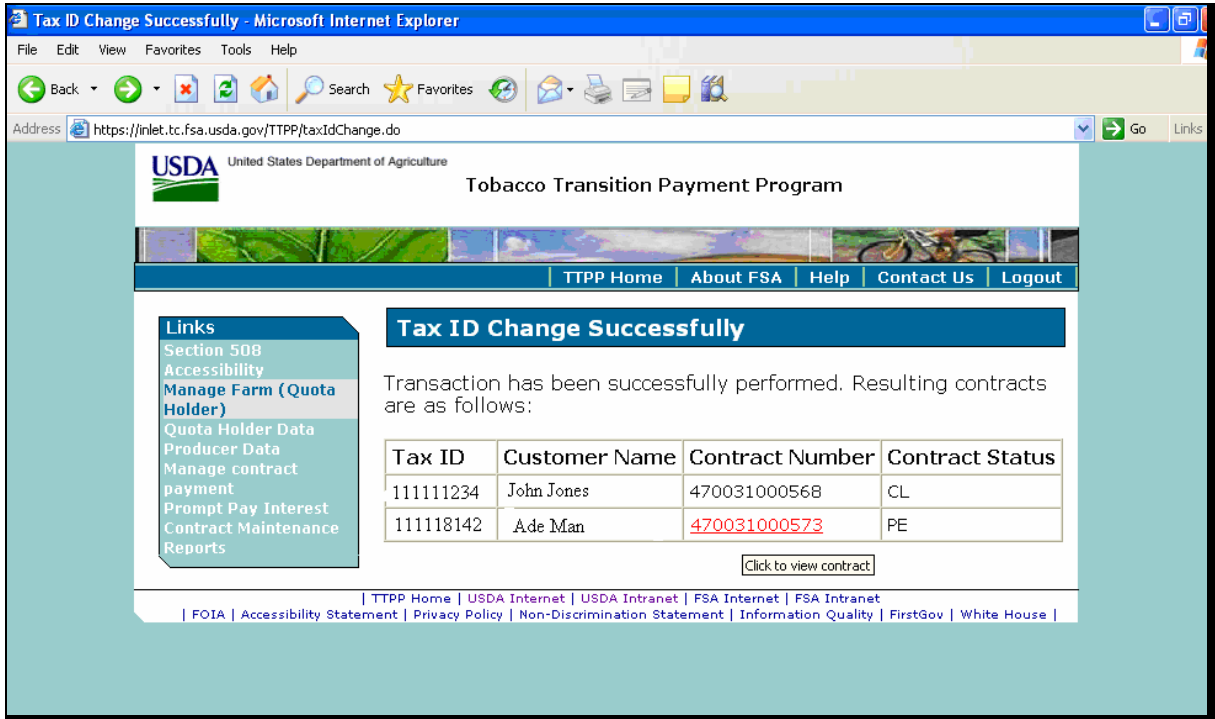
Note: The customer information is displayed at the bottom of the screen. To accept the new TIN, CLICK “Submit”. By clicking “Submit”, the system will place the original contract #470031000568, in “Cancel” (CL) status and create a new contract using the new TIN information.

If the user decides **not** to use the information retrieved from SCIMS, CLICK “Cancel” and the system will return the user to the Contract Maintenance” Screen, thus canceling the transaction.

4 System Functionality (Continued)

A TIN Correction for an Unsold, Paid Contract With an Incorrect Party (Continued)

This is an example of the Tax ID Change Successfully Screen. Since contract #470031000568 was an unsold, paid contract, the system places it into “Canceled” (CL) status and issued resulting contract # 470031000573 using the new TIN information.



Tax ID Change Successfully

Transaction has been successfully performed. Resulting contracts are as follows:

Tax ID	Customer Name	Contract Number	Contract Status
111111234	John Jones	470031000568	CL
111118142	Ade Man	470031000573	PE

[Click to view contract](#)

The user can click on the contract number to view the contract detail.

4 System Functionality (Continued)

A TIN Correction for an Unsold, Paid Contract With an Incorrect Party (Continued)

This is an example of the View Contract – Results Screen. Notice the resulting contract has a Contract Status of “pending”. At this point, the user can modify the BQL, if required, or change the TIN again without creating a new contract.

View Contract - Results	
Form Number	CCC-955
Contract Number	470031000573
Contract Status	Pending
CCC-960 Status	Not applicable
Annual Installments	10
Apply prompt payment interest	No
State FSA Code	47
County FSA Code	003
Farm Number	000006
FSA Crop Code	Burley
Contract Price Per Pound	\$7.00
Total Contract BQL	20
Total Contract Value	\$140.00
Contract Origination	
Tax ID	111118142
Tax ID Type Code	Social Security
Full Name	ADE MAN
Address	44 HIGHWAY 4 W SHELBYVILLE, TN 37160-6313
Phone Number	

Use established procedures for obtaining the appropriate signatures and updating the CCC-955, CCC-956, and CCC-960. Once the contract has been moved into “completed” or “approved” status, the user will be unable to modify the contract.

4 System Functionality (Continued)

A TIN Correction for an Unsold, Paid Contract With an Incorrect Party (Continued)

This is an example of a contract where the TIN was incorrect in SCIMS. The incorrect TIN was attached to an original TTPP contract and updated to “approved” status, resulting in the 2005 payment being disbursed to the correct party but with the wrong TIN.

The screenshot displays the 'Tax ID Change' web form within a Microsoft Internet Explorer browser. The browser's address bar shows the URL: <https://inlet.tc.fsa.usda.gov/TTPP/taxIdChange.do?linkAction=true>. The page header features the USDA logo and the text 'United States Department of Agriculture' and 'Tobacco Transition Payment Program'. A navigation bar includes links for 'TTPP Home', 'About FSA', 'Help', 'Contact Us', and 'Logout'. On the left side, there is a 'Links' sidebar with a list of options: 'Section 508', 'Accessibility', 'Manage Farm (Quota Holder)', 'Quota Holder Data', 'Producer Data', 'Manage contract payment', 'Prompt Pay Interest', 'Contract Maintenance', and 'Reports'. The main content area, titled 'Tax ID Change', contains two input fields: 'Contract No.' with the value '470031000566' and 'County:' with a dropdown menu showing 'Bedford'. Below these fields are two buttons: 'Continue' and 'Submit'. The footer of the page contains a series of links: 'TTPP Home', 'USDA Internet', 'USDA Intranet', 'FSA Internet', 'FSA Intranet', 'FOIA', 'Accessibility Statement', 'Privacy Policy', 'Non-Discrimination Statement', 'Information Quality', 'FirstGov', and 'White House'.

Access the Tax ID Change Screen through the Contract Maintenance Screen. Enter the contract number to be modified.

Note: Combined counties are required to select the county in which the contract resides.

4 System Functionality (Continued)

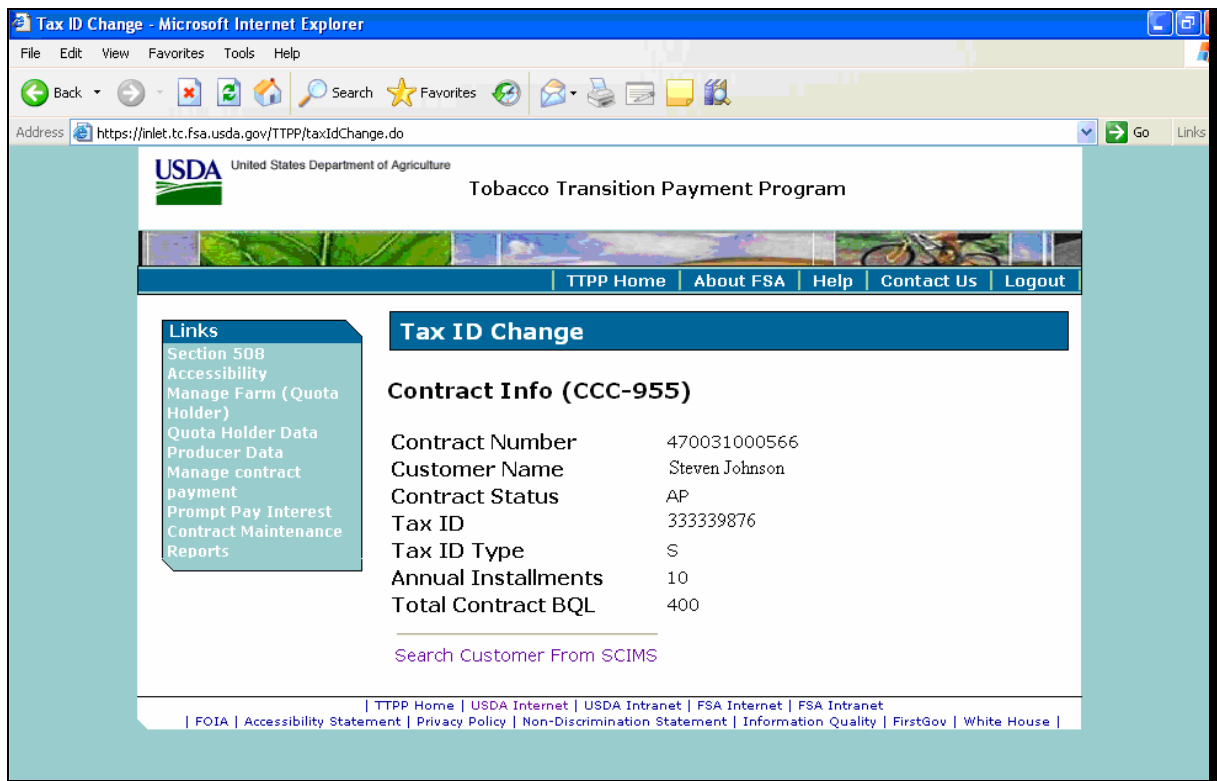
A TIN Correction for an Unsold, Paid Contract With an Incorrect Party (Continued)

This is an example of the Tax ID Change Screen displaying the results of the search.

The contract shows:

- “Customer Name” as Steven Johnson (the correct entity)
- “TIN” of 333339876 (should be 333339867).

Note: When this TIN was loaded into SCIMS, the last 2 digits were transposed resulting in the payment being disbursed to the correct person, but under the wrong TIN.



4 System Functionality (Continued)

B TIN Correction for a Paid Contract With an Incorrect TIN but Correct Party

This is an example of the Tax ID Change Screen after:

- SCIMS had been updated with the correct TIN
- the user clicked “Search Customer From SCIMS” link.

Note: The last 2 digits of the TIN have been corrected as displayed on the lower portion of the screen.

Tax ID Change

Contract Info (CCC-955)

Contract Number	470031000566
Customer Name	Steven Johnson
Contract Status	AP
Tax ID	333339876
Tax ID Type	S
Annual Installments	10
Total Contract BQL	400

[Search Customer From SCIMS](#)

Tax ID on the contract is changed

Name: Steven Johnson
 Tax id: 333339867
 Tax id type: Social Security

CLICK “Submit” to cancel the original TPP contract, #470031000566, and issue a new resulting contract in “pending” status. The user may cancel this transaction by clicking “Cancel”. The system will return the user to the Contract Maintenance Screen.

4 System Functionality (Continued)

B TIN Correction for a Paid Contract With an Incorrect TIN but Correct Party (Continued)

This screen shows the original TTPP contract now in “canceled” status with the resulting contract in “pending” status.

Tax ID Change Successfully - Microsoft Internet Explorer

Address: <https://inlet.tl.fsa.usda.gov/TTPP/taxIdChange.do>

USDA United States Department of Agriculture

Tobacco Transition Payment Program

Links: Section 508, Accessibility, Manage Farm (Quota Holder), Quota Holder Data, Producer Data, Manage contract payment, Prompt Pay Interest, Contract Maintenance, Reports

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Tax ID Change Successfully

Transaction has been successfully performed. Resulting contracts are as follows:

Tax ID	Customer Name	Contract Number	Contract Status
333339876	Steven Johnson	470031000566	CL
333339867	Steven Johnson	470031000567	PE

[TTPP Home](#) | [USDA Internet](#) | [USDA Intranet](#) | [FSA Internet](#) | [FSA Intranet](#) | [FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)

Notes: Once a resulting contract is issued in “pending” status, additional changes are allowed to the TIN or BQL. It is advisable to ensure that the TIN is correct before making any BQL changes.

Once a contract is moved into “completed” or “approved” status the system **will not allow** a status change back to “pending”.